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GOVERNOR

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**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION
AN EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: Coding Compliance Specialist

NUMBER: 16-13

JOB CODE: Y1500 **SALARY RANGE:** 61 (\$26,464.80- \$40,252.80)

POS. #: 8802141

JOB LOCATION: Bryce Hospital, Tuscaloosa, Alabama

DATE: April 1, 2016

MINIMUM QUALIFICATIONS: High school diploma or GED. Experience (24 months or more) in ICD-10-CM coding compliance work in general acute care hospital.

KIND OF WORK: Assign ICD-10-CM, DSM-V, E & M codes and/or HCPCS/CPT procedure codes to diagnose and procedures generated for inpatient encounters for the purpose of reimbursement, research and compliance with federal regulations. Reviews patient's entire health record and assigns accurate diagnosis codes according to accepted coding guidelines and hospital policies and procedures. Sequences diagnosis and co-morbidity information as appropriate to enhance revenue collection in accordance with acceptable coding procedures. Educates providers/professional staff regarding the importance of documentation being entered in the medical record for all services provided to ensure appropriate codes are selected to optimize revenues. Effectively interacts with staff physicians for clarification of coding issues. Assists with the training/in-service of students and new employees in specific areas of assignment. Keeps up-to-date on new coding technology, current coding changes and payer requirement changes. Consults with updating codes on the Psychiatric/Medical billing statements

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of current medical terminology. Ability to communicate effectively both orally and in writing. Working knowledge of ICD-10-CM and CPT nomenclature. Ability to abstract appropriate data from medical record. Ability to accurately assign codes.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their training, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as above mentioned. All relevant information is subject to verification. **Drug test required. Security clearances will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with patients.**

HOW TO APPLY: USE AN OFFICIAL APPLICATION FOR PROFESSIONAL EMPLOYMENT (EXEMPT CLASSIFICATION) WHICH MAY BE OBTAINED FROM THIS OFFICE OR THE OFFICIAL WEB SITE www.mh.alabama.gov. THE APPLICATION SHOULD BE RETURNED TO PERSONNEL OFFICE, BRYCE HOSPITAL, 1651 RUBY TYLER PARKWAY, TUSCALOOSA, ALABAMA, 35404 BY **UNTIL FILLED** IN ORDER TO BE CONSIDERED FOR THIS POSITION. DO NOT RETURN THIS APPLICATION TO THE STATE PERSONNEL DEPARTMENT. **PLEASE HAVE AN OFFICIAL COPY OF TRANSCRIPT(S) FORWARDED TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS. JOINT COMMISSION ACCREDITED/EQUAL OPPORTUNITY EMPLOYER.**

"Only work experience detailed on the application form will be considered. Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application."